



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-GP

10 JAN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #42 - Equal Employment Opportunity (EEO) - Sexual Harassment

1. REFERENCES.

- a. AR 690-12, Equal Employment Opportunity and Affirmative Employment, 4 March 1988.
- b. 29 Code of Federal Regulation (CFR) Part 1614.

2. PURPOSE. This memorandum provides my policy regarding Equal Employment Opportunity (EEO) - Sexual Harassment.

3. APPLICABILITY. This policy applies to all U.S. civilian employees, applicants for employment, and managers/supervisors of the U.S. civilian employees of the 19th Theater Support Command (TSC).

4. GENERAL POLICY.

a. The Department of the Army is totally committed to creating and maintaining a work environment conducive to maximum productivity and respect for human dignity. Army policy is zero tolerance for unlawful harassment. Sexual harassment is unacceptable conduct and will not be condoned.

b. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission is made explicitly or implicitly a term or condition of a person's job, pay or career, or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting that person, or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

c. Employees who perceive they are being sexually harassed by supervisors, superiors, or co-workers should make it clear that such behavior is offensive. If the problem persists or after attempting to work through the chain of command or there is fear of reprisal, then the employee should contact the Equal Employment Opportunity (EEO) Office for assistance. The EEO staff is prepared to assist in resolving such matters and should be considered appropriate resource persons for assistance to management, as well as employees.

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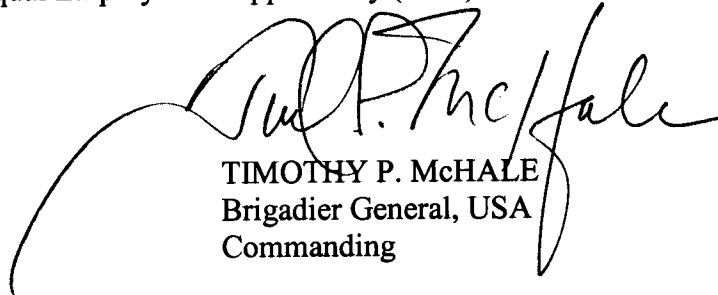
5. SPECIFIC POLICY.

a. It is the responsibility of every leader, military and civilian, to examine claims of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively. Supervisors are responsible for being aware of the work environment they control, to clearly convey this policy, to hold themselves and employees accountable for instances of sexual harassment and to ensure that all employees attend annual mandatory training in the prevention of sexual harassment (POSH). Ensure this POSH training integrates and connects elements of alcohol/drug abuse and the prevention of sexual assault.

b. I am committed to the goal of maintaining a work environment free of discrimination and sexual harassment for all personnel in the 19th TSC.

6. SUPERSESSION. This policy memorandum supersedes 19th TSC Command Policy Letter # 42 – Equal Employment Opportunity (EEO) – Sexual Harassment, 21 Jul 04 rather than 1 Jul 04.

7. The point of contact is the Equal Employment Opportunity (EEO) office at 768-8543.



TIMOTHY P. McHALE
Brigadier General, USA
Commanding

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